



ST. PHILIP'S COLLEGE

A Point of Pride in the Community

RECEIVED JAN 15 2009

OFFICE OF THE PRESIDENT

January 14, 2009

Mr. Patrick B. Kennedy
Area Case Director
United States Department of Education
Federal Student Aid, School Participation Team – Dallas
1999 Bryan Street, Suite 1410
Dallas, Texas 75201-6817

RE: Response to Incident Report, OPE ID No. 00360800

Dear Mr. Kennedy:

I am the President of St. Philip's College (SPC), one of the Alamo Community Colleges (ACC), and I am writing in response to your correspondence dated November 4, 2008, regarding the above-referenced Incident Report. As you indicated in your letter, ACC prepares a consolidated annual security report for all of the accredited colleges in the district. Consequently, SPC's policies and statistics are contained in the consolidated report.

Your letter identified the following categories in which the ACC report had deficiencies relating to the SPC campus:

1. Access and Maintenance of Campus Facilities
2. Crime Categories and Crime Statistics

Please be advised that the consolidated ACC 2007 Annual Security Report has been appropriately revised and is enclosed with this letter. The report includes documentation related to your request for information in regards to the:

- a) Timely Warning Policy (p.7)
- b) Policy for Access and Maintenance of Campus Facilities that specifically addresses SPC's unique campus circumstances (p. 7-8)
- c) Revised crime statistics as well as support for the crime statistics in the required crime categories (p. 12-15) and geographic locations (p. 18-21)

In addition, copies of the timely warnings issued for the fatal shooting on the Northeast Lakeview College campus are attached to this letter. SPC determined that the incident in

question did not represent a continuing and existing threat to the campus community because the shooter shot one individual and waited at the scene for authorities to arrive. DPS immediately contained the situation and had the suspect in custody within minutes. The method by which the timely warning was disseminated was by way of email notification and a posting on the ACC webpage.

I trust that the statements and enclosures herein cure all deficiencies noted in your letter. If you need additional information relating to SPC, please feel free to contact me. Thank you, in advance, for your time and consideration with this matter.

Cordially,

A handwritten signature in black ink, appearing to read "Adena Williams Loston". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Adena Williams Loston, Ph.D.
President

Enclosures
ACC Consolidated Report
Timely Warnings and Timely Warning Policy
Policy for Access and Maintenance of Campus Facilities
Revised Crime Statistics

cc: Dr. Bruce H. Leslie, Chancellor, Alamo Community Colleges (w/encl.)
Dr. Eric Reno, President, Northeast Lakeview College (w/encl.)

Mr. Patrick Kennedy
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bcc: James McLaughlin, Vice Chancellor of Administration and Finance (w/encl.)
Martha McCabe, General Counsel (w/encl.)

ACCESS AND MAINTENANCE OF ST. PHILIP'S COLLEGE CAMPUS FACILITIES

ACCESS

Custodians are responsible for opening all building entrance doors for operational days and hours and for securing the building entrance doors at closing. Generally, the buildings are opened at 6 a.m. and closed between 10:00 and 10:30 p.m. each day.

College faculty are responsible for opening and closing their respective classrooms and faculty offices, and custodians and DPS are responsible for verifying that all classroom spaces are secured at the end of each day.

DPS personnel shall be responsible for opening and securing the buildings, when requested in writing, for special activities, events, and other functions, including construction, scheduled after duty hours and on weekends,.

Key holders are responsible for the security of the key and to insure that the key is with them to avoid being "locked-out" of their room.

- A. Working spaces within buildings shall be classified into one of four categories: 1) classroom; 2) laboratory; 3) office; and 4) restricted.¹ Spaces not specifically named above such as mechanical rooms, janitor closets, storage rooms, telecommunications rooms, etc., shall be classified the same as office space.
- B. A space may be classified as a RESTRICTED space only upon written approval of the college president. A listing of restricted space will be maintained by the College President's office with a copy provided to the District locksmith and the campus DPS office. The listing shall include location, room number, and responsible individual.
- C. A person without a key and needing access to a particular room should first contact the department chairperson or the college facilities coordinator to open the door. The college ACCESS PROCEDURE for opening locked doors shall adhere to the following Door Opening Policy:

<u>Type of Space</u>	<u>Contact (in order)</u>
Classroom	Anyone with a key to the door
Office	1. Individual issued the key 2. Dept. Chairperson / Director 3. Campus Facilities Coordinator 4. Campus DPS
Laboratory/Studio/Shop	1. Individual issued the key 2. Dept. Chairperson / Director 3. Campus Facilities Coordinator 4. Campus DPS

¹ Alamo Community College District does not have any on- or off-campus housing.

Restricted

1. Individual issued the key
2. College President / Deputy Chancellor

Department Chairpersons or Directors shall be responsible for making the necessary arrangements for those without keys.

- A. After normal operating hours and on weekends, access to buildings shall be restricted to the maximum extent possible, consistent with academic requirements. Opening of doors during these periods shall be in accordance with the ACCESS PROCEDURE. The standard chain-of-supervisions should be used whenever possible.
- B. Calling the DPS shall be considered only in an emergency situation. DPS shall maintain a record of all requests to them to open doors.
- C. In addition to the access hours noted above, the following facilities have the indicated hours of operation on Sunday: Learning Resource Center: 1:00 p.m. to 5:00 p.m. There is currently new construction in progress on the St. Philip's College campuses. However, access to the construction areas is restricted and no students, staff or faculty are allowed to enter without specific approval from the District's Associate Vice Chancellor of Facilities.

MAINTENANCE and REPAIR SERVICES

Maintenance Hotline: Requests for maintenance and repair services may be made by telephone to the Maintenance Work Control Technician on the Hotline.

- A. An emergency (utility failure, failure of a fire protection system; heating/cooling, or security alarm system, certain fire or safety hazards, etc.) will be responded to immediately. If the request is urgent (fire, health, or safety hazards not qualifying as an emergency) Maintenance will strive to complete the request within five working days.
- B. Routine requests will normally be completed in 30 days if supplies are in stock. The individual submitting the request for service will be provided the work order number for purposes of tracking and will refer to that number for any follow-up action required.

College Facilities Superintendent or designee will review the work to be completed and approve or disapprove the work order.

- A. The Facilities Superintendent will certify the availability of funds for minor construction work and appoint a Facilities Coordinator to be point-of-contact for the college with the Facilities Department.
- B. The Facilities Superintendent will contact the Vice President for College Services with concerns relating to work orders.

Deans, Directors, and Department Chairpersons will also restrict requests for new work, alterations, and modifications to a minimum by submitting only those requests required to support assigned missions.

Facilities: Housekeeping 1st shift begins at 5:00 a.m. and 2nd shift ends at 11:00 p.m.

Facilities: Housekeeping & Maintenance Personnel may be requested to provide support on events scheduled by community organizations or local business industry.

Reporting Criminal Offenses to Campus Officials

Faculty, staff and students are encouraged to report any problems with the campus environment directly to the Alamo Community Colleges Police, but you may also report criminal offenses to designated campus officials (including but not limited to directors, deans, and department heads,) or to other local law enforcement agencies.

Crimes can be reported anonymously by calling Crime Stoppers at (210) 224-STOP. The Alamo Community Colleges Police Department, Counseling and Psychological Services, and the Department of Student Affairs at each campus will accept confidential and anonymous reports of crimes for inclusion in the annual statistical report. Although exempt from the reporting requirements of the Cleary Act, pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual statistics especially if the incident poses a continuous threat to the campus community. It is our goal to provide assistance wherever the report is made to make sure we include the crime in our annual security report.

Timely Warning Policy


In the event that a situation arises, either on or off campus, that, in the judgment of the Alamo Community Colleges Police Department constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. This "Campus Crime Alert" warning may be issued through the campus e-mail system to students, faculty and staff or by the posting of flyers.

Each week, the ACC Police Department publishes a "Police Blotter" available to the media, the public and various campus offices. This summary identifies the type, location, time and date the crime was reported. You may view this "Police Blotter" via the department web page at <http://www.accd.edu/district/dps/index.htm> and click on the "Police Blotter" section. A printed copy of this report may also be obtained by calling (210) 485-0099.

Access and Maintenance of Campus Facilities

Access

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	SUBJECT TIMELY WARNINGS / CRIME ALERTS		NUMBER 408/62
	EFFECTIVE DATE: 07-01-08	AMENDS:	RESCINDS:
DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical		REFERENCES: CALEA / IACLEA 85.1.2 / TPCAF	

CAMPUS CRIME ALERT ACTION REPORT

GENERAL INFORMATION:

Date of Incident: 10-13-08 Date Reported: 10-13-08

Clery Crime: ☒ Yes ☐ No Case Number: 014697

Report Source: ☒ ACC Police Department ☒ Local PD
☐ Other PD _____ ☐ Other _____

CRIME ALERT POSTED? ☒ Yes ☐ No

HOW?

UTILIZED POSTING METHODS

Fliers:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: _____
District Website	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <u>10-13-08</u>
ACC Police Website	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <u>10-14-08</u>
Mass Email	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <u>10-13-08</u>
Text Alert	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Date: _____
Other: <u>MySA.com, KSAT.com</u>			Date: <u>10-14-08</u>

Have subject(s) related to criminal incident been arrested? ☒ Yes ☐ No

Will a crime alert being posted hinder this investigation? ☐ Yes ☒ No

If yes why: N/A

If a crime alert was not posted, indicate the reason(s) why: N/A

Submitting Officer: [Signature] Date: 10/14/08

Approving Authority: [Signature] Date: 10/14/08

CAMPUS CRIME ALERT

Alamo Community Colleges Police Department

On October 13th, 2008 the ACC Police received a report of a shooting in the library of the Northeast Lakeview College at 8300 Pat Booker Rd. One individual was pronounced dead at the scene and the alleged shooter was taken into custody without further incident and charged with murder.

CRIME PREVENTION TIPS

- Be aware of your surroundings;
- Immediately report any suspicious persons to ACC POLICE;
- Immediately report any suspicious vehicles to ACC POLICE;
- Request an ACC Police Escort.

210-208-8099 NON EMERGENCY

210-485-0099 NEW NON EMERGENCY

210-222-0911 EMERGENCY



Northeast Lakeview College

Northwest Vista College

Palo Alto College

St. Philip's College

San Antonio College

Students

- Student Information Access & Online Registration
- Apply for Admission
- Catalogs/Schedules
- Financial Aid
- PALS [http://www.pals.edu](#)
- Continuing Education
- Off-Campus Sites
- Internet Courses
- FAQ's
- Ask Me

Public

- About Us
- Board of Trustees
- Board Projects / Bids
- Giving to the Colleges
- Jobs

Employees

- Chancellor
- Achieving the Dream
- Administration
- Departments
- Ethics
- Banner System
- Board Policies
- Strategic Plan

Search

Message to the Alamo Community College Family Regarding Northeast Lakeview College Incident

TO: The Alamo Community Colleges Family

FROM: Dr. Bruce Leslie, Chancellor

DATE: October 13, 2008

SUBJECT: Northeast Lakeview Shooting

It is with great sadness that I must inform you that this afternoon, at approximately 2:15 p.m., a tragic incident took place at the Northeast Lakeview College's Northeast Center library at 8300 Pat Booker Rd. An Alamo Community College employee was shot and killed. His alleged assailant is another ACC employee who was taken into custody by police officers at the scene.

The names of the victim and alleged assailant are being withheld until families have been notified. Our thoughts and prayers are with the families, friends and co-workers of the victim, and with the entire Northeast Lakeview and Alamo Community Colleges family.

All classes at both Northeast Lakeview College locations have been cancelled for Monday 10/13/08 and Tuesday 10/14/08.

More information about this event will be shared with you when it becomes available.

News & Events



PAC Mariachi Students Receive \$2,000 Scholarships

[FULL STORY >>](#)



ACC and Texas A&M University Announce TEAMSA

[FULL STORY >>](#)



SAC Receives Over \$1.18 Million to Increase Hispanic and Low-Income Graduates in Science, Math, Technology and Engineering

[FULL STORY >>](#)

[WEEKLY NEWS / CHANCELLOR'S NEWSLETTER](#)
[2008 NEWS & EVENTS](#)



The Alamo Community Colleges, 201 W. Sheridan, San Antonio, TX 78204-1429. (210) 488-0000

The Alamo Community Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of: Director of Employee Services, Title IX Coordinator, 210/208-8051. Address: Human Resources Department, 201 W. Sheridan, Bldg. A, San Antonio, Texas 78204. For questions or comments concerning this page email the ACCD Communications [webmaster@acc.edu](#) or [accinfo@acc.edu](#)

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